



RETURN BIDS TO:
RETOURNER LES SUBMISSION À :
Parks Canada Agency Bid Receiving Unit
National Contracting Services
635 - 8th Avenue S.W., Suite 1300
Calgary, AB T2P 3M3
Bid Fax: 1-866-246-6893

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Proposition à: l'Agence Parcs Canada
Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires :
There are mandatory criteria associated with this document. Bids will be evaluated against the mandatory technical criteria as defined in section 4.1.1.2 Mandatory Technical Evaluation.

Le présent document comporte des critères obligatoires. Les soumissions seront évaluées en fonction des critères techniques obligatoires, comme il est indiqué à la section 4.1.1.2, Évaluation technique obligatoire.

Issuing Office – Bureau de distribution:
Parks Canada Agency
National Contracting Services
635 8th Avenue S.W., Suite 1300
Calgary, AB T2P 3M3

Title - Sujet Pacific Rim National Park Reserve (PRNPR) Water System and Wastewater System Operations and Maintenance.	
Solicitation No. - N° de l'invitation 5P420-17-5254/A	Date September 1, 2017
Client Reference No. - N° de référence du client 45392326	
GETS Reference No. N° de référence de SEAG PW-17-00793412	
Solicitation Closes - L'invitation prend fin At - à : 02:00 PM, 14 h On - le : October 11, 2017	Time Zone - Fuseau horaire MDT/MST HAR/HNR
F.O.B. - F.A.B. Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/>	
Address Enquiries to - Adresser toutes questions à Andrea McGraw-Alcock	
Email Address: Andrea.mcgraw-alcock@pc.gc.ca	
Telephone No. - N° de telephone (403) 299-8011	Fax No. - N° de télécopieur 1-866-246-6893
Destination of Goods, Services, and Construction - Destination des biens, services, et construction See Herein, dans le présent document	
TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE	
Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur	
Address - Adresse	
Telephone No. - N° de telephone	Fax No. - N° de télécopieur
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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Contracting Authority - Autorité contractante
Andrea McGraw-Alcock

Client Ref. No. - N° de réf. du client
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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and The Canadian Free Trade Agreement (CFTA).

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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2.1.1 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at **2040 Pacific Rim Highway, BC** on **Wednesday, September 13, 2017**. The site visit will begin at **10:00 a.m. PDT**, at the **Administration Building A – reception area**.

Bidders are requested to communicate with the Contracting Authority no later than one (1) calendar day to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

Occupational Health and Safety equipment is not required.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bids transmitted by facsimile to PCA will be accepted at 1-866-246-6893.

Due to the nature of the bid solicitation, bids transmitted by email to PCA will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () **No** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seventeen (17) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid one (1) hard copy.

Section II: Financial Bid one (1) hard copy.

Section III: Certifications one (1) hard copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

3.1.1 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Canada requests that Bidders provide the former public servant information at Article 2.3 with their bid.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.1.1.2 Mandatory Technical Evaluation

For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet the following Mandatory Technical Criteria.

Bids declared non-responsive to the Mandatory Technical Criteria will be given no further consideration.

Item No.	Mandatory Technical Criteria
1.1	The Bidder must submit a Certificate in Water Technician Level II and Wastewater Technician Level I as proof of their credentials. The certificate is to be per the Environmental Operators Certification Program in BC.

4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The estimated quantities listed under Annex "B" are for evaluation purposes only and will not form part of the resulting Contract.

The total aggregate bid price will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the value.

Calculation will be applied to each year of pricing and all periods will be totalled to determine the total evaluated aggregate price of the bid.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Bidders may use the attached Integrity Provisions – List of Names form under Annex "D"

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources.

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PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2016-04-04), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2018 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period, from April 1, 2018 to March 31, 2019, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Andrea McGraw-Alcock
Contracting Officer, National Contracting Services
Parks Canada Agency
635 – 8 Avenue S.W., Suite 1300
Calgary, AB T2P 3M3

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Telephone: (403) 299-8011
Facsimile: 1-866-246-6893
E-mail address: andea.mcgraw-alcock@pc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

***** To be determined at contract award *****

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Representative's Name:		
Title:		
Vendor/ Firm Name:		
Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number or Goods and Services Tax Number:		

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the [Business Access Canada Website](https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier) (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

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6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in contract for a cost of **\$(inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Direct Deposit

In April 2012, the Government of Canada announced that direct deposit would be replacing cheques as the primary payment method for the federal payments issued by the Receiver General for Canada by April 2016. If the Bidder is not set up for direct deposit, a Direct Deposit Enrollment Form will be required to be submitted to the Contracting Authority upon receipt of a Contract.

Additional information on this Government of Canada initiative is available at: <http://www.directdeposit.gc.ca>.

6.10 Certifications

6.10.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the

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additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

6.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “C”, Attestation and Proof of Compliance with Occupational Health and Safety (OHS); and
- (f) the Contractor's bid dated (*inserted at contract award*).

6.13 SACC Manual Clauses

- [A1009C](#) (2008-05-12), Work Site Access
- [A7017C](#) (2008-05-12), Replacement of Specific Individuals
- [A9068C](#) (2010-01-11), Government Site Regulations
- [B6802C](#) (2007-11-30), Government Property
- [B9028C](#) (2007-05-25), Access to Facilities and Equipment
- [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

6.14 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: (*inserted at contract award*).

6.15 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

STATEMENT OF WORK

Project Title: Pacific Rim National Park Reserve (PRNPR) Water System and Wastewater System Operations and Maintenance.

1.0 Scope of Work

Parks Canada Agency (PCA) requires the services of a certified Water Technician Level II and Wastewater Technician Level I to operate the Water and Sewer facilities within PRNPR. The Operator will provide services, as outlined in Section 4.0 and Appendix 1 herein, from contract award to March 31, 2018, with an option period from April 1, 2018 to March 31, 2019, for the Pacific Rim National Park Reserve's water and wastewater treatment, distribution and collection systems.

2.0 Background

2.1 Lost Shoe Water Treatment and Distribution System

The Lost Shoe water treatment and distribution system is located on the banks of the Lost Shoe creek at the Southern boundary and entrance of the Pacific Rim National Park Reserve. The distribution system provides potable water to all of the National Park facilities located at Wickannish beach, Green Point Campground, Administration/ Resource Conservation buildings and Long Beach A construction project to upgrade the Water System has recently been completed and the system is being commissioned in February, 2017. The water system consists of the following components:

- (3) Drilled wells
- Primary disinfection with inline filtration
- Secondary disinfection using inline sodium hypochlorite
- Water Storage tanks located at Wickannish, High Point & Resource Conservation
- Water Quality Instruments at each booster station: flow meters, chlorine analysers, turbidity
- Distribution/ pump booster stations: Lost Shoe, Resource Conservation & Long Beach
- PVC Water distribution piping 27 km
- Flushing hydrants from Lost Shoe to Resource Conservation booster stations
- Human Machine Interface or SCADA System

Drawing of the Water Treatment and distribution system – see Appendix 2

2.2 Wastewater Collection System and Treatment Facility

The PRNPR primary and secondary wastewater collection and treatment system are located within the park and provides sewage treatment for the visitor's service centre and beach facilities in addition to handling trucked liquid waste from holding tanks and vault toilets. The primary system comprises a submersible duplex lift station located at the Kwisis Visitors Center. The raw sewage flows from the Wickannish beach washroom facilities to the Kwisis Visitor Center sanitation holding tank and then onto the forcemain pipeline, that conveys the sewage to a facultative lagoon located within the park. The facultative lagoon also serves as a septage receiving facility for liquid waste from vault toilets that is trucked to site using a vacuum truck.

The secondary wastewater collection system originates at the Green Point Campground washrooms and lift stations and is directly connected to the Resource Conservation wet well/ lift stations and then onto the local district wastewater lines. This system is currently a contained system that still relies on vacuum trucked liquid waste removal from the Green Point sanitation collection tank, Resource Conservation & Long Beach waste holding tanks to the facultative lagoon.

The wastewater system consists of the following components:

- Gravity sewers
- Manholes
- Duplex pumping station and forcemain
- Primary Facultative lagoon
- Secondary Facultative Lagoon
- Dosing chambers
- Exfiltration trenches
- Monitoring wells
- Green Point Sanitation dump and wastewater lift stations
- Resource Conservation & Long Beach wastewater vaults & lift stations

The facultative lagoons have recently been desludged using geotubes that are naturally dewatering onsite adjacent to the lagoons.

Drawing of the wastewater collection system and treatment system – see Appendix 3

3.0 Parks Canada Agency (PCA) Project Authority

The PCA Project Authority will be provided at contract award.

The Operator will report to the PCA Project Authority for the duration of this contract for all technical matters related to this contract, unless notified otherwise.

4.0 Operator's Responsibilities

The contractor will be responsible for the following:

- 4.1** The Operator must hold a valid Water Technician Level II and Wastewater Technician Level I certificate. The Operator upon request must provide the PCA Project Authority with a registered copy verifying the current qualification of the Water Technician Level II and Wastewater Technician Level I certification. The certifications is to be per the Environmental Operators Certification Program in BC.
- 4.2** The Operator must provide the described services in accordance with PCA's current directives, standards, guidelines, specifications, practices, policies and procedures [including the *Potable Water Guidelines and Standards for Parks Canada Agency (2006)*], and federal and provincial regulatory requirements, in effect at the date of execution, and during the term, of the Agreement to be provided, hereinafter collectively called the Requirements. These Requirements, together with the performance criteria presented in Section 4.0 and Appendix 1, define the minimum standards that must be met by the Operator.
- 4.3** The Operator must comply with Requirements affecting the Facilities. The Operator must respond effectively and immediately to any health, environmental and safety issues identified and the PCA Project Authority must be contacted as soon as possible.
- 4.4** The Operator must establish a quality management system that will be responsible for all quality activities during all phases of the Term of the Agreement. PCA may carry out quality audits to satisfy itself that the Service requirements are being met.

PCA quality audit program will:

- Encompass all contractual requirements.
 - Document observations on reports on an ongoing basis.
 - Require the Operator to allocate personnel with authority over quality activities.
-

- Require timely responses to identified concerns or deficiencies.

4.5 Health and Safety

The Operator must:

- 4.5.1** Adhere to and advise of any deficiency in the site specific Health and Safety plan based on the performance criteria presented in Section 4.0 and Appendix 1. Implementation and enforcement of the plan is the sole responsibility of the operator throughout the duration of the entire services contract.
- 4.5.2** Adhere to and advise of any deficiency in the Emergency Response Plan in order to address standard operating procedures that are to be implemented during emergency situations.
- 4.5.3** Submit copies of any incident and accident reports immediately to the PRNPR PCA Project Authority.
- 4.5.4** Be responsible for the Health and Safety of any/ all persons on site to the extent that they can be affected by conduct of work.
- 4.5.5** All subcontracted employees must have adequate work related insurance and current work safe BC clearance; and meet full compliance with the Canada Labour code Part II and The Workers Compensation Act of BC.

4.6 Description of Work to be performed

Service requirements of the Facilities include but are not limited to the following:

- 4.6.1** Providing all staff; all services; and, all materials (including fuel, vehicles and equipment).
- 4.6.2** Providing Services as outlined herein and in Appendix 1 (attached).
- 4.6.3** Provide mentorship, training & professional verification for the Technical Services Staff in working towards the Water Technician Level I & II and Wastewater Technician Level I & II Operator Certification through Environmental Operators Certification Program (EOCP) as required.
- 4.6.4** Assuming responsibility from charges relating to faulty and negligent operation or operation not in conformance with the Requirements.

4.7 Operational Reporting Requirements

- 4.7.1** The Operator must complete and maintain a monthly recording and reporting system.
- 4.7.2** Each report must be submitted to the PRNPR PCA Program Authority to show those items that PCA and the Operator agree are needed to demonstrate satisfactory performance and compliance with the Requirements.
- 4.7.3** The Operator must meet the annual reporting requirements as identified by the *Potable Water Guidelines and Standards for Parks Canada Agency (2006)*.

4.8 Level of Service

The Operator must provide Services that include, but are not limited to, the provision of supervision, administration, labour, transportation, tools, equipment and operational staff necessary to deliver the Services. See attachment: See Appendix 1.

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4.9 Material Waste

The operator must ensure that all project waste is sent to the local municipal waste disposal location and its disposal complies with all federal, provincial and municipal regulations and laws.

5.0 Supplementary Information

A site survey will be arranged to include the successful operator and PRNPR PCA Project Authority. This survey will provide them opportunity to become familiarized with the system requirements, to clarify the scope of work necessary to conduct daily operations, testing and reporting procedures and compliance protocols, and to raise any concerns not yet identified.

5.1 Routine Services

Estimated time for the completion of routine daily site visits is 2 to 3 hours at each site location/ day.

6.0 Parks Canada's Responsibilities

- 6.0.1** PCA will be responsible for provision of all existing records (e.g. as-built) drawings and data regarding the existing Facilities to the Contractor.
- 6.0.2** PCA will make available to the Operator any plans, reports or documents that relate to the Service provision and which might assist Operators in their evaluation of the Service provision. This information will be made available to Operator as Supporting Documents.
- 6.0.3** Subject to the provisions of the Agreement, PCA will monitor the operation of the systems as a knowledgeable owner and may perform quality audit reviews to ensure delivery of quality, and environmentally acceptable services as part of its quality audit process.
- 6.0.4** PCA will review the Operators conformance to its quote and the Agreement.

7.0 Constraints

All work must be performed during Monday to Friday (weekdays) between the hours of 8:00am and 4:00pm.

APPENDIX 1

The Operator must provide Services that include, but are not limited to, the provision of supervision, administration, labour, transportation, tools, equipment and operational staff necessary to deliver the Services.

1.0 Level of Service

1.1 Responsibilities

The PCA Project Authority will coordinate the day-to-day scheduling with the Operator. The PCA Project Authority will ensure that the Operator holds a valid Water Technician Level II and Wastewater Technician Level I certification. The certification is to be per the Environmental Operators Certification Program in BC.

The Operator will communicate/ coordinate directly with the PCA Project Authority.

Core Responsibility 1

Operate and maintain water/wastewater facility systems and equipment; collect samples; perform biological sample analysis; perform multiple-phased adjustments to systems and processes; report, elaborate and discuss findings and recommend technical/biological adjustments with supervising technical personnel; prepare and submit sampling and analysis results to quality control facilities/laboratories.

Core Responsibility 2

Monitor automated electronic/computerized systems, Supervisor Control and Data Acquisition (SCADA) meters, gauges and other sensing systems and devices; interpret readings/data; and control/adjust processes and equipment; troubleshoot, evaluate and determine/recommend corrective actions to resolve/address operating/technical issues identified through monitoring and interpretation of data/information.

Core Responsibility 3

Perform systems, equipment and machinery inspections, calibration, preventative/corrective maintenance and repairs (e.g. holding tanks, pumping stations, biological treatment and processing equipment).

Core Responsibility 4

Maintain operational data and information including systems, operational, maintenance and repair, emergency intervention, incident, and supply inventory records and reports.

Core Responsibility 5

Assist technical staff with repair, maintenance and capitalization projects (e.g. supply/distribution and collection systems repair and installation).

Core Responsibility 6

Respond to routine enquires from internal/external clients; provide basic explanations on systems, processes and operations (e.g. demonstrations and tours of equipment, processes, and facilities).

Core Responsibility 7

Research product information from trade and supplier catalogues; prepare basic cost estimates for maintenance, repair and replacement of equipment or components, and provide information and recommendations to the manager for review.

1.2 Reporting Requirements

Reporting requirements are summarized in the Canadian Drinking Water Quality Guidelines/ Standards and the *Potable Water Guidelines and Standards for Parks Canada Agency (2006)*.

- Water System Operational results are to be recorded by the Operator on a daily log at each location.
- Monthly report must be compiled from the daily entries, SCADA monitoring and any additional lab reports to be submitted to the PCA Project Authority on the last weekday of the month.

Monthly Report must include a brief description of any operational issues, adverse water quality results and any corrective actions.

- Provide PCA Project Authority monthly water distribution system operations, maintenance & condition report. Include all; Human Machine Interface (HMI), telemetry and control panel functions.
- Provide an Annual report for the previous year is prepared by end of January and must meet the requirements of the *Potable Water Guidelines and Standards for Parks Canada Agency (2006)*.

To be completed no later than 31 March, annually in coordination with the PCA National Asset Management Services team and the PRNPR Assets Manager.

1.3 Records

- Daily logbooks must be kept and stored safely at each PCA Facility.
- Copies of PCA Facility and instrumentation O&M manuals are to be kept at the Operator's local PCA office and onsite at each PCA Facility.
- Electronic versions of monthly and annual reports, water quality test results and Facility O&M materials must be stored and backed up at the Operator's office.

1.4 Routine Services

The estimated time of completion for routine daily site visits amounts to 6 - 8 hours per day for the practical visit and site inspections. In total 30 – 40 hours per week of alternate scheduling will be required to ensure that each of the water distribution sites are adequately/ routinely monitored.

1.5 Water Treatment

Provide PCA Project Authority a monthly water quality, operations, maintenance & condition report.

1.6 Lost Shoe Well

Check well stations daily to ensure systems operating normally.

- Verify the security of all: well heads, access panels, pump house & generators.
 - Monitor the condition of the inline well filters to determine if require the algal growth and/or silt deposits warrant cleaning.
 - Monitor the condition of the manual water access points to determine if require maintenance and/or sterilization.
 - Monitor & record the water level of well (HMI or visual) and remove any surface debris.
-

- If water chamber is not filling properly, the cause must be determined and action taken immediately.
- Observe/ maintain the condition of the filter intake, the grit chamber and the intake screen.
- Provide PCA Project Authority a monthly water quality, operations, maintenance & condition report.

1.7 Lost Shoe / ResCon/ Long Beach Distribution System

- Provide PCA Project Authority a monthly water distribution system operations, maintenance & condition report. Include all; HMI, telemetry and control panel functions. i.e. tank sensors
- Inspect (2-3) times weekly during operating season depending on water usage and system residuals.
- Record Cl₂ analyzer reading and flow recorder chart weekly. Recalibrate analyzer when the free Cl₂ reading varies more than 0.05 mg/L from the colorimetric test result.
- Check of hypochlorite solution level and supply.

1.8 Lost Shoe / ResCon/ Long Beach Chlorination Stations

- Check chlorination station a minimum of (2) times weekly to ensure systems operating normally.
- Check of hypochlorite solution level and supply.
- Verify/ Record operation of: Chem. Feed system – peristaltic metering pump, Chlorinate monitor and controller.
- Verify/ Record the operation of (3) water distribution pumps at each location, PLC Control panels (HMI), Telemetry control panels and all water distribution interfaces.

1.9 Routine Water Testing

1.9.1 Water Quality & Testing Schedule. IAW CDWQG.

Sample Pts	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Current (per wk)
Distribution System								
ResCon Pump house	*y			*y				2 or 3
ResCon tank	y			y				2 or 3
Green Point Kiosk	y			y				2 or 3 May to Oct
Green Point Lift Stn	y			y				2 or 3
Kwisitis VC	y			y				2 or 3
Lost Shoe tank	y			y				2 or 3
Lost Shoe pump house	*y			*y				
High Point tank	y			y				2 or 3
Wick Tank	y			y				
Wick Washroom	y			y				2 or 3
Long Beach pump house	*y			*y				2 or 3
Incinerator washroom	y			y				2 or 3

***DENOTES – MAIN OPERATING SYSTEM CHECK. (4) microbiological (total coliforms) monthly as well as free chlorine tests twice weekly.**

1.9.2 Turbidity

A raw water turbidity test must be conducted twice - per week at the following location(s):

- ◆ Lost Shoe Creek well

1.9.3 Temperature

The water temperature, air temperature and weather conditions to be recorded daily at the following location(s):

- ◆ Lost shoe pump house
- ◆ ResCon pump house
- ◆ Long Beach pump house

1.9.4 pH

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- ◆ pH must be measured weekly at the following location(s):
 - Lost shoe,
 - ResCon,
 - Long Beach

1.9.5 Bacteriological Testing

- Must conduct (4) tests/ Month from sites listed above for total coli form / eColi testing. Free Cl₂ reading to be taken at same time / location.

Sample locations must include the following:

- Lost shoe
 - ResCon
 - Long Beach
 - Incinerator
 - Green Point/ Lift stations
 - High Point
 - Wickinnish
- Re-samples for failed results within the distribution system. Require three (3) follow up re-sample/ passes within 72 hours from the point of failed result.
 - If the sample is taken from a tap, the site is to be re-sterilized prior to re-testing.
 - Nitrates/Nitrites testing must be completed at same locations as above IAW CDWQG.
 - Heavy metals completed at same locations as above IAW CDWQG.

1.9.6 Transported Potable Water System Annual Report

To be completed no later than 31 March, annually in coordination with the PCA National Asset Management Services team and the PRNPR Assets Manager.

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APPENDIX 2

Under Separate attachment: Drawing of the Water Treatment and Distribution System

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APPENDIX 3

Under Separate attachment: Drawing of the Wastewater Collection System and Treatment System

ANNEX "B"

BASIS OF PAYMENT

1. Firm Unit Price -

In consideration of the Contractor completing all of its obligations under the Contract, the Contractor will be paid a firm price as identified below. The prices are in Canadian Dollars, and are for the provision of all costs (including but not limited to travel, accommodation, living expenses and delivery of services) as required to satisfactorily perform the Work in accordance with Annex "A" except for those items provided by Parks Canada.

Prices do not include applicable tax

Contract Period from date of Contract to March 31, 2018.

Item No.	Description	Unit of Measurement	Estimated Quantity (A)	Firm Price Per Month (B)	Extended Total Firm Price (A) x (B)
1.	All-inclusive cost to perform the work described under Annex "A" – Statement of Work	Per Month	6	\$	\$

Option Period from April 1, 2018 to March 31, 2019.

The Contractor grants to Canada the irrevocable option to extend the term of the Contract as specified above under the same conditions.

Item No.	Description	Unit of Measurement	Estimated Quantity (A)	Firm Price Per Month (B)	Extended Total Firm Price (A) X (B)
2.	All-inclusive cost to perform the work described under Annex "A" – Statement of Work	Per Month	12	\$	\$

Total Evaluated Combined Bid Price Calculation

In conducting its evaluation of the bids, Canada may, but has no obligation to correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation. In the case of error in the extension of prices, the unit price will govern.

Total Evaluated Combined Bid Price (excluding applicable tax) Items 1 + 2 =	\$
--	-----------

Notes:

- (a). Bidders must submit their financial bid in accordance with the Basis of Payment. Additional payment terms and conditions will not apply to the contract.
- (b). Customs duties are included and Applicable Taxes are extra.

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ANNEX "C"

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed
--

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Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

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ANNEX "D"

INTEGRITY PROVISIONS – LIST OF NAMES FORM

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

1. _____
2. _____
3. _____
4. _____
5. _____

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Indicate Bidder's business structure:

(Society, firm or partnership)